



INVITATION TO BID NO: 10-X-2210516

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 059001
ALA DEPT ENVIRONMENTAL MGMT
AGENCY REQ. NO. : 100211
T-NUMBER : TA384
DATE ISSUED : 09/04/09
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1424813
BUYER NAME : BERNIE ARANT

FOR: JANITORIAL/DIR

BUYER PHONE NO. : (334) 242-4201-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 09/28/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 09/29/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 08/19/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY"

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

SECURITY STATEMENT:

VENDOR SHALL ENSURE THAT PERSONNEL INVOLVED WITH ANY STATE AGENCY PROJECT SHALL BE ADVISED OF AND ACKNOWLEDGE THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN STATE FILES, THE SAFEGUARDS REQUIRED AND CRIMINAL AND CIVIL SANCTIONS OF NON-COMPLIANCE IN FEDERAL AND STATE STATUTES.

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

VENDOR REFERENCES:

VENDOR SHOULD PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND COULD DELAY AWARD OF THE BID.

VENDOR MUST LIST REFERENCES THAT ARE EQUAL IN SQUARE FEET TO THE LOCATIONS LISTED ON THIS BID. FAILURE TO INCLUDE REFERENCES OF LIKE SIZE AND SCOPE OF WORK REQUIRED WILL BE CAUSE FOR YOUR BID TO BE REJECTED.

NOTE TO VENDORS:

VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS. EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 059000 / 059M01 ALA DEPT ENVIRONMENTAL MGMT DECATUR FIELD OPERATIONS 2715 SANDLIN RD SW DECATUR AL 35601					
00002	COMMODITY CODE: 910-39-089999 JANITORIAL SERVICE, AS PER ATTACHED SPECIFICATIONS.	1	MONTH		

NOTES:

DEPARTMENT WILL FURNISH PAPER PRODUCTS
AND SOAP.

APPROXIMATELY 6165 SQ.FT.

BIDDER MUST FILL IN THE FOLLOWING
INFORMATION OR BID WILL NOT BE
CONSIDERED.

NO. EMPLOYEES X HOURS =

TOTAL NO. DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE
RESERVED FOR QTR/SEMI ANNUAL SERVICES
TO BE PAID AS FOLLOWS:

5% QUARTERLY (OCT. OR NOV.)
5% SEMI-ANNUAL (JAN. OR FEB.)
5% QUARTERLY (APR. OR MAY)
5% SEMI-ANNUAL (JULY OR AUG.)

LOCATION DIRECTOR MUST BE NOTIFIED IN
WRITING, IN ADVANCE, WHEN SERVICE WILL
BE DONE.

SEPARATE INVOICE MUST BE SUBMITTED AND
APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED BELOW
OR THE BID WILL NOT BE CONSIDERED.

FILL IN BIDDER'S NAME BELOW:

HAS INSPECTED THIS
LOCATION AND IS AWARE OF THE CONDITION
OF THE BUILDING AND UNDERSTANDS WHAT IS
REQUIRED TO DO A SATISFACTORY JOB.

DATE MANAGER, SUPERVISOR
CONTACT JAN CHILDERS AT 256-353-1713
M-F 8:00 - 12:00 FOR DATE AND TIME FOR
SITE VISIT.

PAGE TOTAL

BID TOTAL



Alabama Department of Environmental Management
adem.alabama.gov

1400 Coliseum Blvd. 36110-2059 ♦ Post Office Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7700
FAX (334) 271-7950

SPECIFICATIONS FOR JANITORIAL CONTRACT FOR FY10

LOCATION: ADEM
2715 SANDLIN ROAD SW
DECATUR, AL 35603
(256) 353-1713

REQUIREMENTS:

- Facility is to be cleaned and sanitized 3 times a week on Tuesday, Thursday and over the weekend.
- Vendor will provide all labor, material and equipment needed to maintain facility in a clean and sanitary condition.
- Paper towels, toilet tissue, hand soap, can liners and bathroom fresheners will be provided by the State.

THREE TIMES WEEKLY:

- Empty all garbage containers and replace trash bags. All garbage and trash is to be placed in outside dumpster.
- Clean and Sanitize water fountain.
- Vacuum all carpet and mat areas.
- Clean entry glass doors.
- Empty trash cans (2) in garage area and replace liners.
- **KITCHEN:**
 - Clean and sanitize kitchen to include: Counter, sink, microwave, coffee pot and table top.
 - Vacuum floors, dust window sills
 - Empty trash container and replace liner.
- **BATHROOMS:**
 - Clean and disinfect all sinks and adjacent area.
 - Clean and disinfect all commodes, toilet seats, urinals and adjacent surfaces.
 - Clean and remove fingerprints, stains, etc from bathroom stalls and all doors.
 - Clean mirrors and paper towel containers.
 - Wet mop bathroom floors with a Germicidal cleanser.
 - All toilet tissue, soap, paper towels and air fresheners are to be kept full at all times in all bathrooms.
 - Empty all bathroom trash containers and replace can liners.
 - Empty and change bag in sanitary container in ladies bathrooms.
 - Wipe door handles and door push plates inside and outside of bathroom doors.



-2- SPECIFICATIONS CONT.

ONCE MONTHLY:

- Dust and clean window ledges, moldings, furniture, displays, shelves, racks and pictures.
- Remove all cobwebs and dust from walls and corners.
- Dust furniture and chairs in reception area

TWICE WITHIN THE CONTRACT PERIOD: (Fall and Spring)

- Clean all windows inside and outside
- Dust all baseboards
- Dust all blinds
- Dust tops of all cubicles, cabinets and bookshelves